

# R&D HPCS

Account Information Management (AIM)

2014

PI Information

# Purpose / Business Need

- 1) Provide consistent processing of R&D HPCS user account requests
- 2) Provide a standard process for requesting access to all R&D resources
- 3) Promote security, confidentiality, integrity, and availability of the R&D HPCS user information

# Account Eligibility Requirements

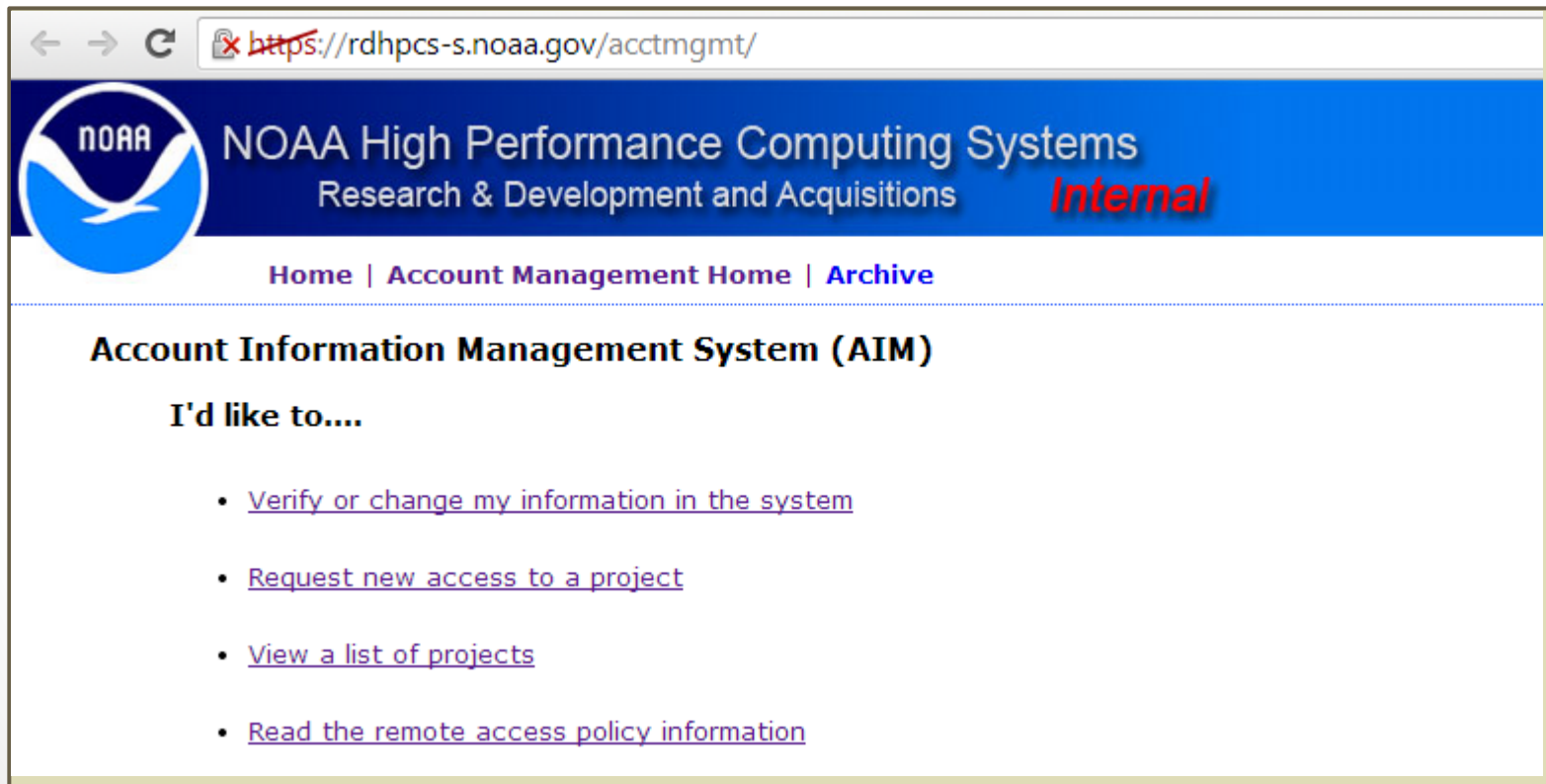
To receive an R&D HPCS account, users must have:

- A NEMS/UMS account / email
- A valid/initiated background check, to include the following:
  - user's fingerprints have been submitted
  - user has completed the EQIP form
  - background screening has at least been initiated
- Completed ITSAC training within the last year

# AIM DB - User Access Screen

Here is the link to access AIM: <https://rdhpcs-s.noaa.gov/acctmgmt/>

This is the screen that the user will see once they log into the system.



# Workflow - Project Request

Once the user submits their project request:

1. The PI will receive email to authorize user access. The PI is the first approver.
2. Once the PI has authorized this user, the system checks to see if the user is 'current'. A 'current' users is one with a validate background check and ITSAC training.
  - If the user is 'current', an email authorizing user access goes to the Admins.
  - If the user is not 'current' or is new, a email simultaneously goes to both HR (background checks) & ISSO (ITSAC training).
  - Once both HR & ISSO have verified the user, an email to authorize user access goes to the Resource Manager (RM).
3. Once the RM has authorized the user, an email is sent to all RMs and a notification email is sent to the user.
4. Once any RM has approved the user, an email is sent to the Admins to create the account.

# PI Workflow

Once the user submits their project request:

1. The PI will receive an email to authorize user access. The PI should select the link.

The screenshot shows an email interface with the following elements:

- Subject:** New Request for access to test-user
- From:** noreply
- To:** me
- Date:** Jan 13
- Body:**

The following request was submitted:

Name: Jennifer Valdez  
Email: [jennifer.valdez@noaa.gov](mailto:jennifer.valdez@noaa.gov)  
Organization: ESRL  
Phone: 303-497-4584

Access has been requested for the test-user project  
To approve or deny this request, please visit:  
[https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/view\\_request.pl?15](https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/view_request.pl?15)

Callouts in the image:

- User Requesting Access:** Points to the user information (Name, Email, Organization, Phone).
- Project Name:** Points to the text "Access has been requested for the test-user project".
- Click on Link:** Points to the URL [https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/view\\_request.pl?15](https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/view_request.pl?15).

2. The system takes the PI to the AIM system and the PI simply approves or denies the request. The request is then routed to HR and ISSO simultaneously.

The screenshot shows the 'Approvals' section of the AIM system with the following fields and options:


- Principal Investigator:** ☒ Approved by: Colin.Morgan ☐ Denied
- PI Comments:** [Text area]
- Portfolio Manager:** ☐ Approved ☐ Denied
- PM Comments:** [Text area]
- Resource Manager:** ☐ Approved ☐ Denied
- RM Comments:** [Text area]
- Human Resources:** ☒ Approved by: kenneth.nock ☐ Denied
- HR Comments:** [Text area]
- IT Security:** ☒ Approved by: Janelle.Hsia ☐ Denied
- IT Security Comments:** [Text area containing "Approved"]
- Buttons:** Submit, Cancel - Back to Report

Callouts in the image:

- Tracking who approves or denies:** Points to the radio buttons for each role.
- Comments are optional:** Points to the comment text areas.

# PI Aging Requests

If the PI is unable to respond to the first email request for access, the system will generate a reminder email every Tuesday.



**noreply.rdhpcs@noaa.gov**

8:00 AM (4 hours ago) ☆

to Leslie.B.Hart, rdhpcs.aim.help ▾

The following requests are pending action by the Principal Investigator. Please click the "View" link to either approve or deny the request.

Requester Name	Project	PI	Request Date	Approvals	Status
Christina Bonfanti <a href="#">View</a>	admin-zeus	leslie.b.hart	2014-10-27	New	new
Scott Milk <a href="#">View</a>	nescmgmt	leslie.b.hart	2014-10-17	New	new